

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PRINCIPAL/DIRECTOR**

| <u>DEPARTMENT:</u> | <u>BAND/GRADE/SUBGRADE:</u> | <u>FLSA STATUS:</u> |
|---------------------------|------------------------------------|----------------------------|
| Administration | D/6/1 - D/6/3 | Exempt |

CLASS SUMMARY:

The Principal/Director is a standalone class. Incumbents are responsible for developing, planning, implementing, evaluation, and administering major operational functions and/or programs or schools for the District.

Based upon assignment to schools, incumbents serve across many disciplines to oversee the entirety of school operations. Duties include activities such as promoting excellence in learning and facilitating a learning environment; preparing, maintaining, and providing controls for budget; supervising assigned staff; designing and implementing master schedules, needs assessments, quality improvement goals, school improvement plans and communication plans; establishing, maintaining, and enforcing student discipline including conduct referrals and incident investigation; supervising activities related to maintenance and cleaning of facilities; facilitating special education, advanced placement programs, and other special programs within the school; serving as liaison to police agencies, child protective and other social service agencies; providing for student counseling/conferencing; and coordinating with outside agencies.

Based upon assignment to major operational functions and/or programs, incumbents exercise specific oversight in one or more specialized areas that enable the instructional process within the District. Duties include activities such as developing, planning, implementing, evaluating, and administering major operational functions and/or programs; facilitating, coordinating, and advising contractors/consultants through project completion; monitoring; preparing budget and financial reports; monitoring revenues and expenditures including reviewing purchases and payroll expenses for compliance and preparing, maintaining, and providing budget controls; planning and facilitating department changes, projects, strategies, goals, and staffing needs; recruiting, training, supervising, and evaluating personnel; providing advice to cabinet, superintendency, and management review teams; maintaining and updating procedural compliance for mandated programs and providing written guidelines and in-service training; designing and implementing needs assessments to establish quality improvement goals.

Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

The Principal/Director is distinguished from other Administration classes by its focus on the administration of schools or administration of major operational functions and/or programs.



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| <u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department. | <u>PERCENT OF TIME</u> | <u>BAND/ GRADE RATING</u> |
|---|-------------------------------|----------------------------------|
| Supervises staff including assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations. | Daily 20% | D/6 |
| Designs, administers, and evaluates programs including activities such as establishing priorities and implementing strategies to improve teaching, learning, systems, department functions; managing technology, curriculum, human resource, finance, and other District-wide support operations; establishing, maintaining, and enforcing student discipline; conducting student and staff referrals and investigating incidents; and assisting in conflict resolution. | Daily 20% | D/6 |
| Develops and administers programming in area of assignment such as training for staff and instructors; providing for transportation programs to meet requirements of daily instructional program and extracurricular activities including efficient bus schedules; maintenance programs; ensuring District compliance with State and Federal requirements; planning, advising, and directing student assessment services based on developed curriculum including secured state mandated testing; planning and executing technology to support learning and District operations; overseeing mandated and other educational programming for special needs students; and working with administrators on human resource and other process issues, policy development, and procedures. | Daily 20% | D/6 |
| Monitors revenues and expenditures for District funds to include advising appropriate staff, preparing budget and financial reports, preparing, maintaining, and providing budget controls, and reviewing purchases and payroll expenses for compliance with federal, state, and District policies. | Daily 15% | D/6 |
| Based upon assignment, coordinates contractors, consultants, curriculum development, and communication plans including convening and supervising work teams. | Daily 5% | C/4-C/5 |
| Consults with legal counsel regarding federal and state requirements, and student and parent rights to include making decisions based on interpretations of Federal mandates and case law, which have significant fiscal implications for the District. | Weekly 5% | D/6 |
| Performs other duties of a similar nature and level as assigned. | As Required | |

Position Specific Responsibilities:



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Positions assigned as Principal are responsible for:

- Promoting a safe and healthy learning environment for students including establishing, maintaining and enforcing student discipline;
- Developing school-specific goals, needs assessments, and quality improvement plans;
- Supervising school-based teaching and non-teaching staff and programs including oversight of student placements and the physical school facilities.

Positions assigned as Director are responsible for:

- Planning and directing student assessment services including overseeing mandated testing and evaluation;
- Developing and writing curriculum for academic and other areas including the supervision of work teams and provision of training for curriculum implementation;
- Determining District-wide long-term needs assessments to respond to changing academics, technologies, demographics, and student needs;
- Planning and directing District-wide support services in areas such as finance, technology, and human resources.

Training And Experience:

Bachelor's Degree in appropriate discipline and, based upon assignment, three to four years experience in a directly related field are required; based upon assignment, Master's Degree in an appropriate discipline and/or teaching experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- Based upon assignment, AZ Principal's Certificate may be required;
- As assigned, additional professional licensure may be required or preferred;
- As assigned, First Aid, CPR and/or Basic Life Support certification may be required;
- AZ Fingerprint Clearance Card may be required based upon assignment.



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Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Subject matter in area of assignment;
- Safety procedures;
- Facilities operations;
- Data management and research methods;
- Budgeting and accounting; and
- Management principles and policies.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Leadership and decision making;
- Counseling, conflict resolution and problem solving;
- Training;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Based upon assignment:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Or

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Class History Information:

Prepared by Fox Lawson & Associates 10.25.08

